

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$44,061 PER YEAR

MANAGEMENT DEVELOPMENT SPECIALIST I
(CLASS CODE 0363)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Performs complex administrative assignments in one or more areas of municipal government administration involving management studies, surveys and projects in reviewing methods, procedures, policies and organizational structures and functions; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Management Development Specialist I (Promotional)

1. A Bachelor's Degree from an accredited college or university.
Official college transcript or original college diploma must be presented at the time of application.
2. Permanent status with the City of New Orleans and one (1) year of related professional administrative experience with the City of New Orleans in the classified service in a position at the level of Management Development Analyst II (currently pay grade 69) or higher.

AND

Successful completion of the following courses offered by the Department of Civil Service Employee Growth and Development Division:

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| Professional/Administrative Speaking & Presentation | (PAT 1120) |
| Professional/Administrative Writing | (PAT 1130) |
| Professional/Administrative Math & Statistics | (PAT 1420) |
| Professional/Administrative Supervision | (PAT 1610) |
| Managing conflicts & Human Relations | (PAT 1690) |
| Creative Problem solving & Decision Making | (PAT 1870) |
| Productive Meetings | (PAT 1871) |

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Note: The Civil Service Department reserves the right to determine whether experience qualifies as professional administrative experience.

Note: Departmental certification may be granted at the request of the appointing authority.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

This is a promotional examination limited to permanent employees of the City of New Orleans only.

Announcement No. 8108
(Amended 11/01/08 and 09/25/09)

November 16, 2007

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 or 1-800-981-6652.

JB